

**STUDENT TEMPORARY EMPLOYMENT PROGRAM  
Summer Hires**

**DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY (MANPOWER AND RESERVE AFFAIRS)  
CIVILIAN HUMAN RESOURCES MANAGEMENT AGENCY  
167 N. MAIN STREET  
MEMPHIS, TENNESSEE 38103-1894**

**VACANCY ANNOUNCEMENT NUMBER:** 2004-01

**OPENING DATE:** 17 Feb 04

**CLOSING DATE:** 1 Apr 04

**POSITION AND LOCATION:** A variety of positions (e.g., engineering aids, clerk-typist, office automation clerks, laborers, etc.) will be filled in accordance with the X-118 and X118-c within various offices of the U.S. Army Engineer District Memphis. Only selected candidates will be contacted. Applicants will NOT be notified if application is incomplete and will be rated ineligible.

**TYPE OF POSITION:** Temporary NTE 30 Sep 04

**SALARY:** The grade and salary range for the different positions to be filled are as follow: GS-01 through GS-05 BASIC SALARY RANGE \$15,442 - \$30,931

PA

GS-01 BASIC SALARY RANGE \$15,442 PA - \$19,314 PA

GS-02 BASIC SALARY RANGE \$17,363 PA - \$21,847 PA

GS-03 BASIC SALARY RANGE \$18,944 PA - \$24,623 PA

GS-04 BASIC SALARY RANGE \$21,266 PA - \$27,647 PA

GS-05 BASIC SALARY RANGE \$23,794 PA - \$30,931 PA

\*WG-01 through WG-02 BASIC SALARY RANGE \$8.19 PH - \$10.88 PH

Most positions are filled at the entry level which is represented by the lower end of the above salary ranges. This will be Temporary Positions Not to Exceed 30 Sep 04. Number of vacancies to be filled by this announcement - MULTIPLE

**PROMOTION POTENTIAL:** None

**GENERAL ELIGIBILITY REQUIREMENTS:** A. US Citizenship B. Age. Students must be at least 16 years of age at the time of appointment. C. School Affiliation. All students in the Student Temporary Employment Program must be enrolled in good standing, or have been accepted for enrollment, in an accredited school, and must be working toward a degree, diploma, certificate, etc. Students may be appointed if they are pursuing any of the following educational programs; (1) High School Diploma or General Equivalency Diploma (GED)

(2) Vocational/Technical Certificate

(3) Associate Degree

(4) Baccalaureate Degree

(5) Graduate Degree; and

(6) Professional Degree.

Students must be taking at least a half-time course load. The definition of half time is the definition provided by the school in which the student is enrolled. Students need not be in actual physical attendance, so long as all the other requirements are met. An individual who needs to complete less than the equivalent of half the course load in the enrollment period immediately prior to graduation is still considered a student for the purposes of the program. E. Students who fail any required high school courses are no longer eligible for the Student Temporary Employment Program. F. While employed, appointees must maintain an acceptable school standing and GPA of at least 2.0 on a 4.0 grading scale. G. Junior College Students with a two year degree or 80 semester hours are not eligible for the Student Temporary Employment Program. I. Graduate and Professional students must meet institution's requirements.

**DUTIES:** Incumbent works under close supervision and receives specific instruction as to when and how to accomplish assigned tasks. Other positions may be complex in nature depending on the grade of the position. Tasks may involve manual labor, clerical, engineering, science or technician work. Qualification Requirements: Positions will be filled in accordance with the Qualification Standards for General Schedule positions and Federal Wage Grade standards, which are published by the Office of Personnel Management (OPM). You may review these operating manuals in its entirety by visiting your local library or visiting the OPM website at <http://www.opm.gov>. Selective Placement Factors/Knowledge, Skills and Abilities (KSA's); NOT APPLICABLE Standard/Other Requirement/Instructions on How to Apply: 1. Failure to provide all the required information as stated in the announcement may result in an ineligible rating or may affect the overall rating. Follow the section "How to Apply", in this announcement. Applicants will NOT be notified if application is incomplete and will be rated ineligible. 2. Permanent Change of Station (PCS) funds are not authorized. 3. Direct Deposit is REQUIRED. As a condition of employment, candidates appointed are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.

**EMPLOYMENT OF RELATIVES:** In accordance with 5 CFR part 310, a student may work in the same agency with a relative when there is no direct reporting relationship and the relative is not in a position to influence, advocate or control the student's appointment, employment, promotion or advancement within the agency.

**HOW TO APPLY:** Students applying for this announcement are responsible for assuring that the following documents are completed and included in their application. Applications CANNOT be faxed or e-mailed. For further information please contact the Civilian Personnel Advisory Center at (901) 544-3824.

**DOCUMENTATION REQUIRED WHEN APPLYING:** Supplemental Application Packet (included with this announcement). ALL DOCUMENTS MUST BE CURRENT. If you would like to be considered, you are required to submit all necessary materials applicable to this vacancy announcement. Applicants will not be notified if application is incomplete and will be rated ineligible. You may be able to obtain an application packet in Civilian Personnel Advisory Center, Room 712, Clifford Davis Federal Building, 167 N. Main Street, Memphis, TN or by requesting a packet by calling (901) 544-3824. Points of Contact: Arthurline Miller (901) 544-3824, Dennis Jerrell (901) 544-3103 or Geanette Majkrzak (901) 544-3902. Applications should be returned to: ATTN: CEMVM-HR (Miller), U.S. Army Engineer District Memphis, 167 N. Main Street, B-202, Memphis, TN 38103-1894.

**\*\*FAXED RESUMES ARE NOT ACCEPTED\*\***

**\*\*EMAIL ATTACHMENTS ARE NOT ACCEPTED\*\***

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics, disability or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency point of contact on this announcement of their need.

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